



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
Office of the Chief Financial Officer/
Chief Administrative Officer

MAR 29 2004

MEMORANDUM FOR: Directors, NWS Headquarters Offices
Directors, NWS Regions
NWS Staff Offices

FROM: Irwin T. David *Irwin T. David*
Chief Financial Officer/
Chief Administrative officer

SUBJECT: NWS Telework Program

NOAA approved the implementation of a formal Telework Program for the National Weather Service (NWS). Guidance is available at website: <http://bestpractices.nws.noaa.gov>.

NWS Headquarters Directors, Regional Directors, and Staff Office Directors have the opportunity and authority to implement a program under the provisions of the NOAA Telework Policy and Telework Policy Addendum for NWS. A review of these policies, the NOAA orientation module, and Telework Implementation Briefing for Supervisors, Managers, and Telework Focal Points is required before considering any telework arrangement. These documents will serve as training tools for the FMCs.

Questions regarding the telework program and its implementation should be directed to NWS' Telework Program Manager, Bonnie Maynard, at 301-713-1698 x186 or bonnie.maynard@noaa.gov.

cc: NWS Telework Focal Points

